



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DISTRICT ATTORNEY LEGAL OPERATIONS ADMINISTRATOR

Class No. 000950

■ CLASSIFICATION PURPOSE

To plan, direct, and coordinate the legal support operation of multiple divisions and geographic locations of the Office of the District Attorney; to formulate and implement policies, procedures, and controls related to legal clerical activities; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class found only in the Office of the District Attorney. The incumbent reports to the Assistant District Attorney through the Chief, District Attorney Administrative Officer, and is responsible for managing over 300 legal clerical staff and clerical activities involved in the preparation, processing, maintenance, and distribution of legal documents, records, reports, and correspondence for the department, and for performing administrative duties related to legislative policy, fiscal management, resource allocation, staffing, and special studies.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, and coordinates the legal support operations of the department through subordinate supervisory and management staff.
2. Formulates and implements policies, procedures, and controls related to legal clerical activities.
3. Assigns, reviews, and evaluates the work of subordinate staff.
4. Supervises the fiscal and payroll staff and activities involved with processing, purchasing, and personnel transactions.
5. Reviews and authorizes expenditures for services, supplies, equipment, and fixed assets.
6. Consults with department managers concerning staffing requests, and identifies alternatives for resolving resources allocation issues.
7. Directs the preparation of financial and statistical reports and budget requests for legal support operations.
8. Reviews and evaluates budget requests for appropriateness and completeness.
9. Reviews new and proposed legislation to determine impact on support operations and required procedural changes.
10. Conducts and directs special studies involving legal support operations, and coordinates the implementation of recommendations based on study findings approved by the District Attorney and Assistant District Attorney.
11. Consults with attorneys and staff from law enforcement, the courts, and State and Federal agencies concerning issues related to clerical operations.
12. Administers human resources, fiscal, and public relations activities related to legal clerical activities.
13. Assesses and conducts training for legal support staff.
14. Identifies and resolves legal support operating problems.
15. Acts as a liaison with other County departments, law enforcement agencies, and the courts relating to legal support operations.

16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of supervision and training.
- Principles and practices of public administration and management.
- Legal terminology, legal documents, formats, layouts, and forms.
- Legal process and procedures.
- Rules and procedures of local, State and Federal courts.
- Operational functions of the Office of the District Attorney.
- California codes applicable to civil, criminal, family, real property, and probate matters.
- Principles of budgeting and fiscal management.
- Principles and application of statistical analysis and fiscal record keeping.
- Computerized information systems and data processing, storage, and terminology.
- County functions, organization, and operations.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, and coordinate the legal clerical operations in multiple functions and divisions.
- Monitor, review, and evaluate the work of subordinate staff.
- Interpret and explain laws, regulations, policies, and procedures.
- Identify and resolve operational problems.
- Review budgetary and fiscal information for appropriateness and completeness.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Three (3) years of experience as a second-level supervisor or manager, responsible for supervising and coordinating legal clerical activities of multiple functions, including two (2) years of full-time supervisory-level responsibility for the orientation, training, supervision, and evaluation of the work performance of subordinate legal clerical personnel.

Note: Two (2) years as a Legal Support Manager with the County of San Diego is considered qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: September 10, 1999
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